



Job Title	Fire Prevention Section Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	18230

Class Specification – Fire Prevention Section Supervisor

Summary Statement:

The purpose of the position is to manage, supervise, and coordinate personnel within the Division of the Fire Marshal (DFM) at the Colorado Springs Fire Department. This is accomplished by coordinating assigned activities with other divisions, departments, and outside agencies; and providing highly responsibly and complex administrative support. Other duties include managing Fire Department complex Front Desk operations and staffing; and developing and coordinating contracts for standby and fire-watch coverage at high-risk events.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

30%

Performs supervision of Division of the Fire Marshal support staff by ensuring compliance with appropriate rules; responds to and resolves difficult and sensitive citizen inquiries and complaints; and provides goals, objectives, and performance guidelines for staff development and performance evaluations.

25%

Performs budget management, accounting, and business analysis by developing and managing operating and capital budgets; applies principles and practices of budget preparation and administration; develops budgets and track funds; applies principles and practices of data collection; and analyzes data and constructs reports.

25%

Coordinates, assigns personnel and directs special projects; ensures documents are current and reflect current code adoption; and serves as Documentation Unit Leader during emergency events and disasters. Manages all aspects of the Division of the Fire Marshal business office.

10%

Performs information technology and human resources liaison as administrator by planning, coordinating, directing, and evaluating activities associated with the Division of the Fire Marshal (DFM) and Fire Department information systems and applications; and serves as administrator for various DFM computer programs.



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5%	Performs administrative support by monitoring department or division services and activities; applies principles and practices of fire code enforcement; and provides administrative assistance to the Fire Marshal.
5%	Performs other significant functions and tasks by serving as records custodian for the DFM; coordinate and implement records management program for the Deputy Fire Marshal; serves as a volunteer team leader for the DFM and supports section; and develops and coordinates contracts for standby and fire-watch coverage at high-risk events.

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in education, social work, marketing, public administration, communications or a related field.

Experience: Three years of full-time responsible experience in fire prevention programs plus one year of lead supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 300	Within 12 months of start date
ICS 400	Within 12 months of start date
ICS 700	Within 12 months of start date
ICS 701	Within 12 months of start date
ICS 800	Within 12 months of start date
Documentation Unit Leader	Within 18 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



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Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014